

# Newsflash!!!

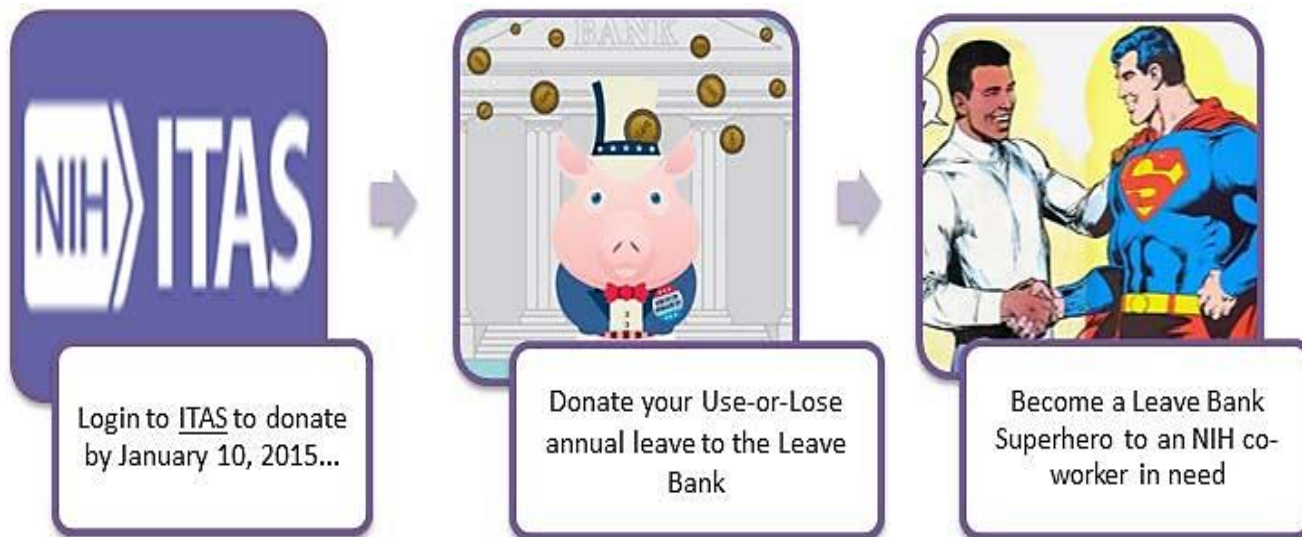


## NIH Leave Bank 2015

**Become a Leave Bank Superhero – Donate your Use-or-Lose annual leave to The NIH Leave Bank and help those in need!**

In 2013, **over 95,000** hours of annual leave was forfeited by NIH employees. This year, instead of losing your leave, why not kindly donate it to the Leave Bank and help your fellow NIH employees who experience a medical emergency?

Worried about leave abuse? The Leave Bank Office appreciates your generous donations and works hard to ensure your donated leave is respected and protected. All recipients must submit doctor signed and stamped medical documentation and go through a medical review process before being approved to receive leave. Please contact The Leave Bank Office if you'd like more information on our recipient approval processes.



**Please Note:** Use-or-Lose leave must be donated by **January 10, 2015** – but you can donate excess annual leave to the Leave Bank at any time throughout the year via [ITAS](#)!

### Questions?

Contact the NIH Leave Bank Office: (301) 443-8398 or [LeaveBank@od.nih.gov](mailto:LeaveBank@od.nih.gov)

